



**STATE OF INDIANA**  
MITCHELL E. DANIELS, JR., Governor



**OPEN LETTER TO THE INSURANCE INDUSTRY  
CONCERNING  
INDIANA OUTDOOR FESTIVALS AND FAIRS  
OUTDOOR STAGES AND OUTDOOR STAGE EQUIPMENT  
INSPECTIONS BY THE OFFICE OF THE STATE FIRE MARSHAL**

As you may know, the State Fire Marshal's Office of Indiana Department of Homeland Security inspects all temporary outdoor stages and outdoor stage equipment. In an effort to find all of the locations where these stages and stage equipment may be used across in the state, we asking our public and private partners to help spread the word that anyone who is using outdoor stages or outdoor stage equipment needs to notify the State Fire Marshal's Office and apply for a permit, if required.

We would very much appreciate your help in distributing the two attached information sheets to as many of your contacts as possible so that the State Fire Marshal and his staff can continue these vital public safety public safety inspections.

Thank you for your help.

Joseph E. Wainscott, Jr., Executive Director  
Indiana Department of Homeland Security

Stephen W. Robertson, Commissioner  
Indiana Department of Insurance

Attachment



MITCHELL E. DANIELS, Jr., Governor  
**STATE OF INDIANA**

DEPARTMENT OF HOMELAND SECURITY    JOSEPH E. WAINSCOTT JR., EXECUTIVE DIRECTOR

*Indiana Department of Homeland Security  
Indiana Government Center South  
302 West Washington Street  
Indianapolis, IN 46204  
317-232-3980*

# **OUTDOOR FESTIVALS AND FAIRS**

## **OUTDOOR STAGE EQUIPMENT**

### **HOW TO COMPLY WITH INDIANA'S BUILDING AND FIRE SAFETY LAWS**

The State Fire Marshal's Office, a division of the Indiana Department of Homeland Security, is reaching out to every place where there might be an outdoor festival or event to provide information about **outdoor stage equipment (which is equipment not attached to a stage)**, including new inspection regulations and proposed new rules.

- As of March 16, 2012, under Senate Enrolled Act 273, outdoor stage equipment is now defined as a Class 1 structure and is being regulated and inspected for the first time in Indiana.
- Outdoor stage equipment means any temporary or permanent towers, booms, ramps, platforms, overhead assemblies, or other structures, including ancillary rigging, that are used or are intended to be used in connection with an outdoor performance and **that are not otherwise attached or anchored to a stage.**
- IDHS/State Fire Marshal personnel are inspecting outdoor stage equipment now.
- All venues planning an event where outdoor stage equipment will be used must notify Marshal Greeson's Office at least fourteen (14) days in advance of the event.
- Notification to the IDHS/State Fire Marshal's Office can be provided through the Amusement and Entertainment permit online application at [www.in.gov/dhs/2795.htm](http://www.in.gov/dhs/2795.htm) or by calling 317-232-2222 between 8:00 and 4:30 weekdays and, at other times, at 1-888-203-5020.
- The new rules to be adopted by the Fire & Building Safety Commission on May 2 are expected to contain design and construction requirements as well as requirements for inspections of outdoor stage equipment. Rules will be posted on the IDHS website at [www.in.gov/dhs](http://www.in.gov/dhs), <http://www.in.gov/dhs/2376.htm> and <http://www.in.gov/dhs/2375.htm>.
- State Fire Marshal Jim Greeson also is reminding everyone that every festival, fair and similar event **MUST** have an amusement entertainment permit issued by the State Fire Marshal's Office before the event can open. The application process can be completed on-line and you can access it at <http://www.in.gov/dhs/3552.htm>.
- Everyone's help is needed to let the IDHS/State Fire Marshal's Office know about any event where outdoor stage equipment might be used.
- IDHS/State Fire Marshal's Office personnel will be inspecting every location, regardless of how notification is received.

Marshal Greeson appreciates the public's assistance in this vital public safety effort. For questions, please call 317-232-2222 between 8:00 and 4:30 weekdays, and, at other times, 1-888-203-5020.

An Equal Opportunity Employer



MITCHELL E. DANIELS, Jr., Governor  
**STATE OF INDIANA**

DEPARTMENT OF HOMELAND SECURITY    JOSEPH E. WAINSCOTT JR., EXECUTIVE DIRECTOR

*Indiana Department of Homeland Security  
Indiana Government Center South  
302 West Washington Street  
Indianapolis, IN 46204  
317-232-3980*

# **OUTDOOR FESTIVALS AND FAIRS**

## **TEMPORARY STAGES**

### **HOW TO COMPLY WITH INDIANA'S BUILDING AND FIRE SAFETY LAWS**

The State Fire Marshal's Office, a division of the Indiana Department of Homeland Security, is reaching out to every place where there might be an outdoor festival or event to provide information about **"temporary stages" which is different than "outdoor stage equipment."**

- IDHS/State Fire Marshal Office personnel **have always inspected temporary stages** for compliance with Indiana's building and fire safety laws. A link to a summary of those requirements is at [www.in.gov/dhs/2376.htm](http://www.in.gov/dhs/2376.htm).
- Temporary stages are those that are in place for fewer than 90 days in a calendar year.
- A temporary stage includes towers, booms, ramps, platforms, overhead assemblies, or other structures, including ancillary rigging, that are used or are intended to be used in connection with an outdoor performance and **that are attached or anchored to the stage.**
- Everyone's help is needed to let the IDHS/State Fire Marshal's Office know about any event where an outdoor stage might be used.
- Notification can be provided through the Amusement and Entertainment permit online application at [www.in.gov/dhs/2795.htm](http://www.in.gov/dhs/2795.htm) or call 317-232-2222 between 8:00 and 4:30 weekdays and, at other times, at 1-888-203-5020.
- IDHS/State Fire Marshal's Office personnel will be inspecting every location, regardless of how notification is received.
- State Fire Marshal Jim Greeson also is reminding everyone that every festival, fair and similar event **MUST** have an amusement entertainment permit issued by the State Fire Marshal's Office before the event can open. The application process can be completed on-line and you can access it at <http://www.in.gov/dhs/3552.htm>.

Marshal Greeson appreciates the public's assistance in this vital public safety effort. For questions, please call 317-232-2222 between 8:00 and 4:30 weekdays, and, at other times, 1-888-203-5020.